How to search for an SDS

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1. Introduction

Arteco makes its Safety data sheets (SDS’s) available online via our company website www.arteco-coolants.com /SDS Tab. You will require a personal User-ID and Password to access the SDS’s, that can be requested via SDSRequest@arteco-coolants.com. Also, should you have questions related to Arteco’s SDS’s or on the SDS website please send your inquiry to the SDSRequest@arteco-coolants.com mailbox which is especially setup to handle your questions.

Arteco uses the services of 3E for authoring SDS’s and the 3E Protect platform for online access. But any question related to Arteco products needs to be send to Arteco, and should not be addressed to 3E directly.

2. Advanced search

Click on the SDS Tab on our website www.arteco-coolants.com. You will see the button which directs you to the 3E Sign In page.
Enter your *User-ID* and *password* and select “Sign In”. You see now the Home screen.

Click on “SDS” and you get the following screen:
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To search for an SDS:

1. Under Search for, use the drop-down box to search
   - by Product Name
   - by Manufacturer Part Number (= Arteco 7 digit Product Code nr).
     This manufacturer part nr is a unique product code assigned by Arteco for our formulation. Note this is not the customer specific Article nr.
   - by Manufacturer name: this is not to be used
   - by SAP: this is not to be used.

2. Choose either Begins With, Contains or Equals.

4. Enter at least 3 characters in the search field text box: e.g ”Hav” and you see the Havoline product names starting with “Hav”:
5. Click *Search* and you get an overview of products starting with 'Hav’

![Screenshot of the search interface](image)

6. If you want to view ALL the products, do not enter anything in the “Search for” box. Simply click on *Show All.*
   At in the bottom of the screen, you can see the amount of products and you have the possibility to scroll through the different pages by using the arrows.
3. SDS Search Results

When you see the Product names and Manufacturing Part nrs of different products you have the possibility to view, print or mail the SDS.

To view/mail and print an SDS:

SDSRequest@arteco-coolants.com for help.

Search for

Manufacturer Part # contains 1032619

< choose a criterion >

Search Show All Simple Search Customize this search

Items per page 15

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer Name</th>
<th>Mfg Part #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havoline XLC (CL00)</td>
<td>ARTECO NV</td>
<td>1032619</td>
</tr>
</tbody>
</table>

2. The Product Documents pop-up box will appear.
3. Click View. The image will appear in a new browser window using Adobe Acrobat® Reader. Return to the SDS page by simply closing this browser window.

4. If you want to send a pdf of this SDS by email: select right hand button, save as adobe pdf file to your selected folder.

5. If you want to print the SDS just go to the print icon on your toolbar and select the printer

To view CLP/GHS classification:
Click on the 4-colour icon next to the product name and you will see the information related to CLP/GHS Classification for different languages if the SDS for that specific language is available.

4. Simple Search

The Simple Search feature allows you to search by Product Name or Manufacturer Part # (=Arteco 7 digit Product code). You can search by entering single or multiple search criteria into the search box.
To use this feature:
Click ‘Simple Search’. The search screen will switch to the Simple Search automatically.

Under ‘Search for’, enter your search criteria.

1. For a single use search:
   - Enter part of the Product Name
   - Or enter the Manufacturer Part# (= Arteco 7 digit Product Code nr).

Click Search. All results will be displayed in the Search Results.
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2. If you want to search using the multiple search criteria, enter part of the Product Name (3 digits is sufficient) and/or Manufacturer Part # (complete 7 digit code is needed). It is important to use a space to separate the search criteria! Click `Search`. All results will be displayed in the Search Results.

2. For viewing / emailing / printing an SDS: see instructions mentioned under 3: SDS Search results.

5. **Forgot your password?**

If you need to reset your password, click the Forgot Your Password link on the login page of 3E Protect
The 3E Online Password Assistance screen will automatically open.
To reset your password:

1. Click Reset via Email, An email containing a secure link to reset your password will be sent to you.
6. Resetting password

For security purposes, please reset your password once you log in for the first time. There are no rules on the length and use of special characters. Select "My profile" in the upper right corner of the portal.

Then select “Reset password” to change your password.

7. Logout

To exit your session, click on Logout in the top right corner of the 3E Protect toolbar: